

## Department of the Interior Acquisition, Assistance, and Asset Policy (DOI-AAAP)

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| <b>Title</b>                      | Mandatory Use of the General Services Administration's Third Generation Federal Strategic Initiative for Domestic Delivery Services       |
| <b>Reference Number</b>           | 0002  |
| <b>Version Number</b>             | 01  |
| <b>Function(s)</b>                | Acquisition, Charge Card,   |
| <b>Point of Contact</b>           | Curit, Scott  |
| <b>Source of this Requirement</b> | GSA recently awarded Blanket Purchase Agreements (BPA) for the third generation Domestic Delivery Services (DDS3) for commercial carriers |
| <b>Regulation Reference</b>       | FAR 8.405-3(c)(2)(ii)   |

### Version Detail

This section is completed in the following situations: (1) policies issued with versions greater than 01 or (2) the initial use of the DOI-AAAP to convert previous DOI Acquisition Policy Releases (DIAPR), DOI Property Policy Releases (DIPPR), or DOI Guidance (DIG).

| Version Number | Date | Author | Description of update |
|----------------|------|--------|-----------------------|
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### Purpose:

The joint policy memorandum implements mandatory use of General Services Administration (GSA) Blanket Purchase Agreements (BPAs) with Federal Express (FedEx) and the United Parcel Service (UPS) for DOI Domestic Delivery services. This policy memorandum also establishes parameters on the preferred shipping method. The memorandum is signed by both the Director, Office of Acquisition and Property Management (PAM) and Senior Procurement Executive and the Director, Office of Facilities and Administrative Services (OFAS).

### Scope:

DOI personnel who ship items for business purposes must adhere to this policy.

### Effective date:

The joint policy memorandum was signed and issued on December 5, 2014.

### Background:

GSA recently awarded DDS3 Blanket Purchase Agreements (BPAs) to Federal Express (FedEx) and the United Parcel Service (UPS). The BPAs provide a great opportunity for Federal agencies to achieve significant savings; and the Department will leverage its buying power through participation in GSA's FSSI.

### Action:

For each action, please describe the following:

Bureaus and Offices should establish policies and procedures to implement the following two actions:

1. Mandate the use of the GSA FSSI DDS3. Domestic delivery services under the GSA FSSI are available in the continental United States, Alaska, Hawaii, and Puerto Rico. Effective immediately, all domestic delivery service purchases must be made through the following BPAs:

- a. FedEx - BPA Number GS-33F-CA001, Task Order Number QPN-BQB-0154; or
- b. UPS - BPA Number GS-33F-BA016, Task Order Number QPN-BQB-0144

In accordance with Federal Acquisition Regulation (FAR) 8.405-3(c)(2)(ii), both BPA holders shall be afforded a fair opportunity to be considered for each domestic delivery service that exceeds the micro-purchase threshold, but under the simplified acquisition threshold. Bureaus must document all purchase decisions as appropriate. Please note that existing account information will automatically roll over; therefore, opening a new account is not necessary. However, new accounts will need to include the BPA information provided above.

2. Establish parameters on the preferred shipping method. The Department requests consideration and scrutiny be given to the use of express and overnight deliveries that are costly and may be unnecessary. Ground shipping will be the default selection. The Department has authorized both BPA vendors to set a default for ground shipping within 60 days of the effective date of this policy to help reduce costs and balance workload. A manual override is required to enable express shipping.

**Attachments:**

The official joint policy memorandum was issued on December 5, 2014 and can be found by clicking on the following link: [Mandatory Use of the General Services Administration's Third Generation Federal Strategic Initiative for Domestic Delivery Services](#)